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1. Contributions

a. Tangible

Developed an article for the next issue of the "Support Bulletin" from material in the pamphlet "So You Have A Space Problem".

2. Projects - Active

- a. End-of-Year Report - Completed draft of Part II which is the detailed summary.
- b. Program Publicity - Prepared guide card on records disposition and microfilming and arranged for insertion of 1500 cards in copies of "So You Have A Space Problem".

3. Projects - Inactive

- a. Graphics Register Film Index card file.

4. News

- a. Completed the Effective Speaking Course with a 20 minute talk on records management and the Agency's space problem.
- b. Attended the 10th meeting of the U.S. Government Correspondence Manual Committee.

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